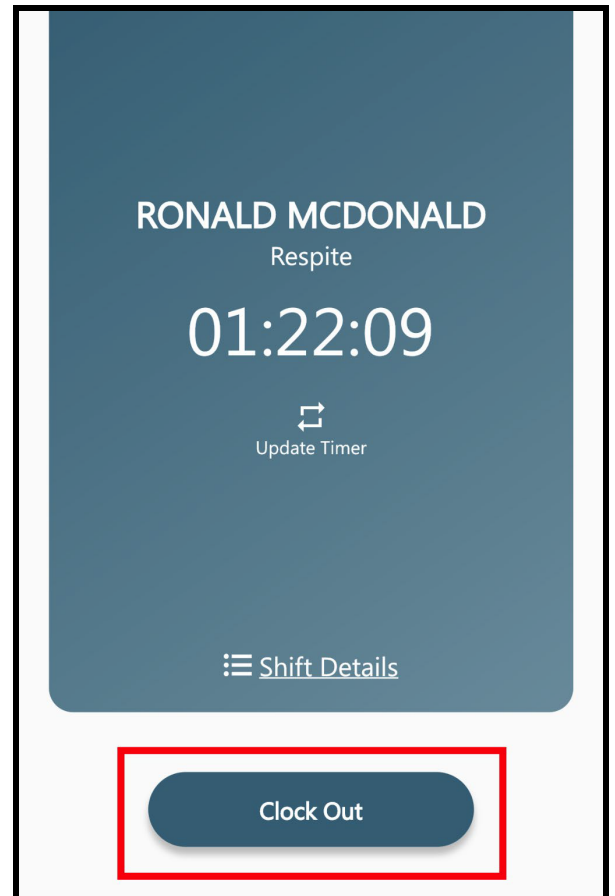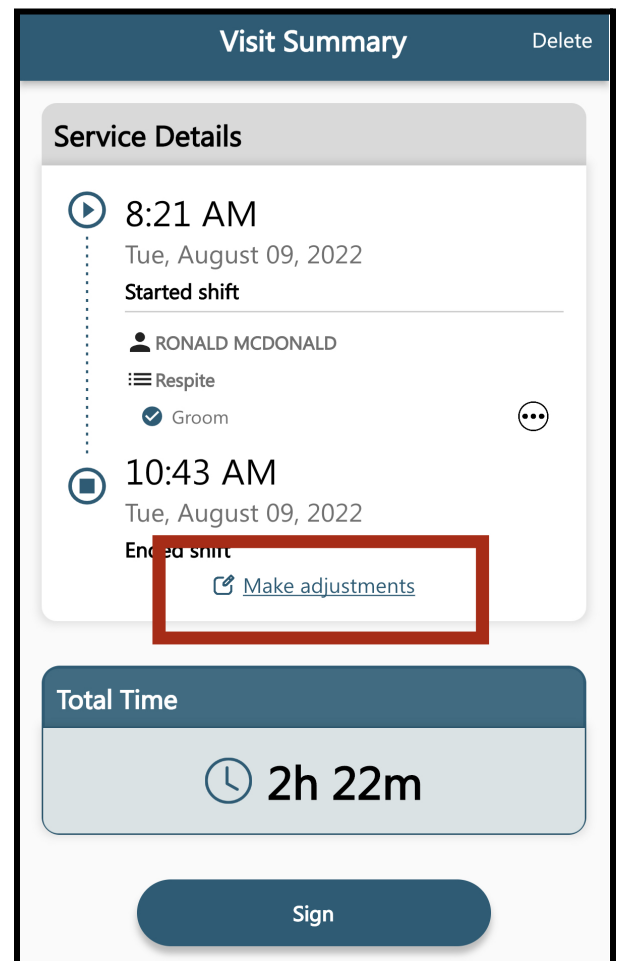# How to Make an Adjustment to my Start Time or End Time

1. While on the Active Shifts screen, go ahead and Clock Out of your shift, by pressing **Clock Out**

   *If you don't see the Clock Out button on the Active Shifts screen, be sure you have added all of your tasks by clicking Shift Details first.

RONALD MCDONALD
Respite

01:22:09

⇄
Update Timer

☰ Shift Details

Clock Out

2. Press **"Make Adjustments"** on the Visit Summary screen.

Visit Summary   Delete

Service Details

▶ **8:21 AM**
Tue, August 09, 2022
Started shift

👤 RONALD MCDONALD
☰ Respite
✔ Groom   ⋯

⏹ **10:43 AM**
Tue, August 09, 2022
Ended shift

⬈ Make adjustments

Total Time

🕐 **2h 22m**

Sign

3. On the Make Adjustments screen, under the Adjusted section, select the time next to Time In or Time Out to adjust your start or end time.

*Too many or unusual use of time adjustment may result in delayed pay, additional training or disciplinary action.

4. Use the scroll function to adjust your date or time.

*You cannot adjust Start time more than 48 hours.

5. Select a reason for your time adjustment and press save at the bottom of the screen.

Make Adjustments
‹ Back

Original Time

| Time In | Tue Aug 9, 8:21 AM |
| Time Out | Tue Aug 9, 10:43 AM |

Adjusted

Time In	Tue Aug 9, 8:00 AM ›
Time Out	Tue Aug 9, 10:43 AM ›
Reason	I forgot to clock in / clock out ›
Duration	2.72 hours

🕐 Clear all adjustments

Save

10:46 ✈

‹ Back   **Choose Reason**

I forgot to clock in / clock out

My phone or tablet was not working

The App is not working

I didn't have a phone or tablet

My client had an emergency

I clocked in/out at the wrong time

6. On the Visit Summary screen you will see
An orange wrench next to the time you adjusted.

You can now proceed with finishing your
Clock Out by pressing **Sign**

**If you need to make another adjustment
Press Tap to adjust underneath your end time.

Visit Summary — Delete

Service Details

▶ **8:00 AM** 🧭
Tue, August 09, 2022
Started shift

👤 RONALD MCDONALD
☰ Respite
✅ Groom ⋯

⬛ **10:43 AM**
Tue, August 09, 2022
Ended shift

🔧 Adjustments were made to the originally recorded times.
Tap to adjust

Total Time

🕐 **2h 43m**

Sign